

Westfield Village

Minutes of Meeting September 22, 2021

Meeting held in person at HOA Pool and on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis (absent), Gaylene Wier, Lea Booker (online), Randy Stuart, Debbie Drifka (online)

Special Guest: Brandon Saunders – Moderating Zoom and Teresa Sturm – Mud 12 Board Liaison

Guest in attendance: Wes Chain (online), Coni Schelnick (online), Mary Bailey (online), Irene Garza-Estrada, Marana Estrada, Efrin Vielma (translator of Marana Estrada), Erik Troyer (online)

Call to Order at 7:06 PM

5119 Diamond Cliff attended this meeting to reduce fines for running business out of home. The long-standing issue at the home has been cleared, with no recent complaints. Gaylene indicated to her that legal fees cannot be waived.

Gaylene moved that we reduced the fines for 5119 Diamond Cliff. Two Board members opposed (Randy Stewart and Debbie Drifka), with one member in favor (Lea Booker). The motion was denied.

Further clarification was given to Ms. Estrada by Gaylene as to why the fines would not be reduced. Proper appeal by the resident did not occur. Gaylene mentioned to her she will not receive any other letters from the attorney regarding this matter, as long as there are no further infractions. Ms. Estrada disagreed with the motion to not reduce the fine. She paid the fine during the meeting and the issue was resolved.

August 2021 Board minutes were read and approved.

Financial report:

As of August 31, 2021, comparing to budget and month of August 2020, some of the observations noted are as follows:

- I. Overall, for the year we are over the projected dues, as 91.09% of memberships dues have been collected.
- II. Liquidity is inline with last year – about \$700 below
- III. The large rather irregular expenses for the month of July, were primarily regarding the pool (\$9M) and winter storm repair costs (\$10M)
- IV. 14 addresses, which are over 90 days and over \$1M.
- V. My QB difficulties were corrected.
- VI. Reviewed the budget and made some notes for adjustment to budget, will be consulting with the CPA to ensure the adjustments are feasible and will report back to the Board in October.

Financials approved.

Operations report:

Refund was received for pool services.  
BBQ Pit is rusted and will be removed, and not replaced.  
Working on keeping the ducks out the pool area.  
Dog walkers have increased.

ACC Approvals:

21823 Manor Court Drive – Solar panels on roof  
21219 River Court Drive – Install new roof, shingles  
21823 Manor Court Drive – solar panels on roof  
21202 River Court Drive – Install patio add on, denied metal roof  
5202 White Bridge Lane – Replace fence  
5210 Manorfield Drive – 10x10 patio add on, denied  
5007 Summit Lodge – Roof Replacement  
21203 Rivercourt Drive – 10x10 Patio Add On, denied metal roof

Need an additional member on the ACC Committee is needed, William Troy resigned as an ACC committee member.

Deed Restrictions:

288 violations letters total  
41 observed not mailed  
51 mailed certified  
247 mailed first class

5427 Mountain Forest to the attorney (several force mows), they are handling this matter given the house is selling

Rivercourt ACC appeals are expected for next month's meeting.

Irene Garza-Estrada did not know she had to call for an appeal and expressed her concerns regarding her exercise pen and dog safety, as well as lawn edging and tree trimming. Reevaluation of Irene's home will be performed.

She volunteered to form and/or be on a liaison committee to help community neighbors, especially those Hispanic speaking. Debbie suggested we consult our attorney on this matter.

Events:

National Night Out is scheduled, time is TBD

Construction Update:

Theresa Sturm stated National Night Out will be October 5<sup>th</sup>, criminal activity noted in Jasmine Heights, Westfield Village does not have a lot of criminal activity. A lower water tax rate will be in place from 78 cents to 75 cents. Water leaks are being repaired in the community as well.

Gaylene wanted to thank the police officers and activity of catching unsafe drivers. Also, the HOA marquee sign was shot but the plexi glass held up.

New Business:

None

Other Business:

None

Next Meeting: October 20, 2021 @ 7 PM

Adjourned: 8:17 PM

Minutes Approved by:

Lea Booker - online

Date: 10/20/21

Gaylene Water - in Person

Date: 10/20/21

Westfield Village

Minutes of Meeting October 20, 2021

Meeting held in person at HOA Pool and on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis, Gaylene Wier, Lea Booker (online), Randy Stuart, Debbie Drifka

Special Guest: Brandon Saunders – Moderating Zoom and Teresa Sturm – Mud 12 Board Liaison

Guest in attendance: Christie Yo (online), Yvette Rodriguez (online), Erik Troyer (online), Wes Chain (online), Coni Schelnick (online), Daisy Perez (online), Irene Garza-Estrada

Call to Order at 7:03 PM

Mrs. Irene Estrada made her appeal on fines for exercise pen on driveway and other deed concerns. She agrees she would take down pen when not outside with it. Fine was waived on grass edging. She wants 200.00 removed from the total fines. She stated the previous deeds person did not have an issue.

Gaylene moved to reduce the fine to \$47.00, with the remaining fines waived. The Board unanimously agreed.

21202 and 21203 River Court gave ACC request after metal roof patios were completed. The residents appealed and gave rationale as to why the patios construction occurred, and how it will be painted the color of home with 2 weeks. Gaylene moved to approve the patios. The Board unanimously agreed.

September 2021 Board minutes review were read and approved.

Financial report:

As of September 30, 2021, comparing to budget and month of September 2020, some of the observations noted are as follows:

- Overall, for the year we are over the projected dues, as 91.5% of memberships dues have been collected.
- Overall higher liquidity than last year – 5.7% or \$10M, total liquidity is \$112M
- Some irregular large expenses for the month of September were regarding the construction repairs costs (Stuart's Home Improvement for Winter Storm Damage repair - \$4M
- 14 addresses, which are over 90 days and over \$1M.

Discussed CPA reviewed proposed budget for 2022. Gaylene moved to approve the proposed budget. The Board unanimously agreed.

Financials approved.

Operations report:

Duck issues still remain around the pool

Randy powerwashed to entrance signs

With the holidays coming, Gaylene recommended we not start any construction projects.

Wes Chain brought up Centerpoint LED lights, Gaylene did sign up for it, and the community will receive them

#### ACC Approvals:

Need a new ACC committee (3 members) which will make the decisions on ACCs, we have until June 2022 to do this.

302 Gladeside Drive – Replacing singles

5115 Manorfield Drive – Adding solar panels

5303 Summit Lodge – Replacing fence

5007 Westfield Village Drive – Getting new patio - denied

21806 Manor Court - widening driveway – denied

#### Deed Restrictions:

280 violation letters

70 observed not mailed

40 mailed certified

210 mailed first class

#### Events:

No events noted, but after Thanksgiving holiday decorating contest

#### Construction Update:

Theresa Sturm stated MUD is considering joining trails with MUD 167. The tax rate is lower to 73 cents. We can talk to maintenance to lure the ducks to the pond.

Gaylene and Randy stated the officers are doing a great job.

#### New Business:

Gaylene moved to increase the dues to \$390.00, mainly for contingency purposes and proposed budget deficient, beginning January 1, 2022. The Board unanimously agreed.

#### Other Business:

None

Next Meeting: November 17, 2021 @ 7 PM

Adjourned: 8:01 PM

Minutes Approved by:

Lea Booker - online  
Glynn Wiers - in Person

Date: 11-17-21

Date: 11-17-21

Westfield Village

Minutes of Meeting November 17, 2021

Meeting held in person at HOA Pool and on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis (absent), Gaylene Wier, Lea Booker (online), Randy Stuart, Debbie Drifka

Special Guest: Brandon Saunders – Moderating Zoom and Teresa Sturm – Mud 12 Board Liaison

Guest in attendance: Matthew Sanders (online), Erik Troyer (online), and Coni Schelnick (online)

Call to Order at 7:09 PM

Matthew Sanders appealed fines associated with his residence's closing. Board unanimously approved to waive the total fines up to the cost of letters issued and office labor of \$250.00, and to refund the remaining \$1,100.00 to the individual for fines he paid on closing.

September and October 2021 Board minutes were read and approved.

Financial report:

As of October 30, 2021, comparing to budget and month of October 2020, some of the observations noted are as follows:

- Overall, for the year we are over the projected dues, as 92.02% of memberships dues have been collected.
- Overall higher liquidity than last year – 7.0% or \$10M
- No irregular large expenses for the month of October were noted.
- 8 addresses, which are over 90 days and over \$1M. This is a large improvement from the previous months at 14-16.

Financials approved.

Operations report:

Discussed the construction on the HOA building area and insurance reimbursement, as it is completed. Discussed pool filter, sand replacement and repairs have been ordered for \$4,800, as well as a tree root pulled an electrical wire on Westfield Hollow off Keith Harrow for \$2,800. So, capital repairs will be high for November 2021.

Ducks are still in the community.

ACC Approvals:

Many requests were on hold given the ACC Committee is being put together. All 13 requests were approved, mostly for patios, sheds, and roofs.

Deed Restrictions:

No drive has been completed, therefore no report.

Events:

No events noted.

Construction Update:

Theresa Sturm stated 10 leaks have been repaired. The officers are writing tickets for cars parked in the wrong direction. Theresa and Coni discussed street racing and officer days off/shifts after 10 pm, deputy has requested assistance to prevent the racing.

New Business:

None

Other Business:

None

Next Meeting: December 15, 2021 @ 7 PM

Adjourned: 7:53 PM

Minutes Approved by:

Lea Booker - online  
Gaylene Wiser - In Person

Date: 1-19-22  
Date: 1-19-22



Westfield Village

Minutes of Meeting December 15, 2021

Meeting held in person at HOA Pool and on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis (online), Gaylene Wier, Lea Booker (online), Randy Stuart, Debbie Drifka

Special Guest: Brandon Saunders – Moderating Zoom and Teresa Sturm – Mud 12 Board Liaison

Guest in attendance: Wes Chain (online)

Call to Order at 7:15 PM

November 2021 Board minutes were tabled until the next regular meeting.

Financial report:

As of November 30, 2021, comparing to budget and month of November 2020, some of the observations noted are as follows:

- Overall, for the year we are over the projected dues, as 92.3% of memberships dues have been collected.
- Overall higher liquidity than last year – 2.0% or \$3M
- No irregular large expenses for the month of November were noted, other than \$3M to Westside Electric for repairs.
- 17 addresses, which are over 90 days and over \$1M.

Board discussed and unanimously approved to the following collections to move forward on regarding fines, legal fees, and possible foreclosure:

- Bay Palms residence - no waiver of fines and fees, and to work out a long-term payment plan
- Smokey River residence – no waiver of fines and fees, move forward with foreclosure, given no communication
- Manor Court residence I – no waiver of fines and fees, move forward with foreclosure, given years behind in payment
- Manor Court residence II - no waiver of fines and fees, move forward with foreclosure, given no communication, made many unapproved improvements to home, and running business in home

Financials approved.

Operations report:

Discussed electrical issue, electrical boxes, and several irrigation repairs with associated large costs. Need to also tree removal and brick repair at HOA. Not having a huge duck issue currently.

ACC Approvals:

Horace Sutter has been added to the ACC Committee since the last meeting. Wes Chain also volunteered to be on the ACC Committee during the meeting.

Deed Restrictions:

The drive was completed; however, the formal report will be tabled until next meeting.

Events:

Christmas lights contest was discussed.

Construction Update:

Theresa Sturm had no items to mention.

New Business:

None

Other Business:

Reminded Board members and guests to encourage vote in person, online, or mail, in order to receive a quorum at annual meeting.

Next Meeting: January 19, 2022 @ 7 PM

Adjourned: 7:59 PM

Minutes Approved by:

Lea Booker - online  
Gaylene Luer - in Person

Date: January 19, 2022  
Date: 1-19-2022

Westfield Village

Minutes of Meeting January 19, 2022

Meeting held on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis (online), Gaylene Wier, Lea Booker (online), Randy Stuart (online), Debbie Drifka (absent)

Special Guest: Brandon Saunders – Moderating Zoom and Teresa Sturm – Mud 12 Board Liaison

Guest in attendance: Wes Chain (online)

Call to Order at 7:01 PM

November and December 2021 Board minutes were read and approved. 2022 Annual meeting minutes were tabled until the next regular meeting.

Financial report:

As of December 31, 2021, comparing to budget and month of December 2020, some of the observations noted are as follows:

- Overall, for the year we are over the projected dues, as 92.5% of memberships dues have been collected.
- Overall, less liquidity than last year – 5.8% or \$11M
- The December 2021 P&L Budget vs. Actual reflects we were \$5M over the unrevised budget, primarily related to postage, irrigation, and other common area repairs/maintenance.
- Some irregular large expenses for the month of December were noted, other than \$1M to Westside Electric for repairs, \$3M to Stewart's Home Improvement for powerwashing, \$2M for On Point Tree Service for tree removal.
- 15 addresses, which are over 90 days and over \$1M.

Financials approved.

Operations report:

Discussed tree removal and repairing of fence on corner residence on Westfield Pines/Keith Harrow.

ACC Approvals:

Randy Stewart read the ACC approvals and denials.

21518 River Court – Repaired siding and painting – Denied

5110 Manorfield Drive – Replacing roof

21915 Silverfield Park Lane – Solar Panels

5211 Bear Pass Court – Painting Exterior – Denied

5119 Diamond Cliff Court – Adding Patio

5102 Blossombury Court – New Roof / Solar Panels

5118 Diamond Cliff Court – Solar Panels

5222 Summit Lodge Drive – Pool Install

Deed Restrictions:

Gaylene Wier read the Report for Debbie Drifka  
304 Violations total  
57 Observed – majority were trash cans  
54 mailed certified  
274 mailed first class

Discussed issue with trash cans, stalled vehicles, and trailers

Events:

No events noted.

Christmas lights contest was discussed, homeowner on Rivercourt won \$50 gift card. No second place winner this year.

Discussed Annual Meeting, Shannon Lewis was re-elected and a quorum was met.

Construction Update:

Theresa Sturm had no items to mention, as meeting was rescheduled within January. Gaylene mentioned to Theresa the change in officer, Officer Lacie. Glad to have him in our neighborhood.

New Business:

None

Other Business:

None

Next Meeting: February 16, 2022 @ 7 PM

Adjourned: 7:37PM

Minutes Approved by:

Lea Booker - online Zoom  
Gaylene Wier - in person

Date: 4/20/2022  
Date: 4/20/2022

Westfield Village

Minutes of Meeting February 16, 2022

Meeting held in-person and on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis (online), Gaylene Wier (online), Lea Booker (online), Randy Stuart (online), Debbie Drifka (absent)

Special Guest: Brandon Saunders – Moderating Zoom and Teresa Sturm – Mud 12 Board Liaison

Guest in attendance: Wes Chain (online), Mary Bailey (online), Lynn Lori, Rosie Sanchez, Dawn Rose, Tom Perry.

Call to Order at 7:11 PM

The January 2022 and 2022 Annual meeting minutes were tabled until the next regular meeting.

Financial report:

As of January 31, 2022, comparing to budget and month of January 2021, some of the observations noted are as follows:

- Overall, for the year we are over the projected dues by \$10M, and 49% of memberships dues have been collected.
- Overall lower liquidity than last year – 4% or \$7M
- No large irregular expenses for the month of January
- 26 addresses, which are over 90 days and over \$1M.

Financials approved.

ACC Approvals:

None

Deed Restrictions:

Debbie Drifka stated a deed run was performed on January 22nd

377 Violations total

59 Observed

46 mailed certified

318 mailed first class

Construction Update:

Theresa Sturm stated there is talk on improvement of the drainage issue in the neighborhood by Harris County.

Operations report:

Got the fence replaced with damage.  
Creating appointment with Flock Safety for cameras.  
Audit materials to be sent to Auditor  
Discussed cut-off on Westgreen and Keith Harrow, and associated barriers  
Apartment complex is being built along side Keith Harrow, which will likely bring in more traffic, discussed a brick wall and would likely need a petition

Events:

April 9<sup>th</sup> will be scheduled for Easter Egg Hunt

New Business:

None

Other Business:

Wes Chain asked about pool chlorine and staffing shortages, hopefully things will be well for the summer

Mary Bailey asked question regarding garage sale and speed bumps, no approval is need for garage sales, and speed bumps are unlikely, but can always be requested

Issue with not getting transfer fees do to flipping of houses

Gaylene also noted credits on various vendors, and we are experiencing mailing issues with Park Row USPS, complaints have been issued.

Next Meeting: March 16, 2022 @ 7 PM

Adjourned: 7:45PM

Minutes Approved by:

Lea Booker - online  
Gaylene Wier - In Person

Date: 4/20/22  
Date: 4/20/22

Westfield Village

Minutes of Meeting February 16, 2022

Executive Meeting held in-person and on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis (online), Gaylene Wier (online), Lea Booker (online), Randy Stuart (online), Debbie Drifka (absent)

Special Guest: Brandon Saunders – Moderating Zoom

Call to Order at 7:47 PM

Discussed the Rental and Leasing Policy, Supplemental Deed Policy, and Covenant Enforcement and Hearing Policy, Contract Bidding Policy. Unanimous approval was obtained for ratification.

Shannon Lewis discussed in order to run for the Board, the individual must be in good standing or harvest votes for the Annual Meeting. Gaylene Wier stated that she will check with the lawyer. Also, discussed with Brandon – Webmaster for possible online voting, he stated that he could check for duplicate IP addresses, and there are third-party resources for voting online with the HOA.

Adjourned: 8:12 PM

Minutes Approved by:

Lea Booker - online  
Gaylene Wier - In Person

Date: 4/20/22  
Date: 4/20/22

Westfield Village

Minutes of Meeting March 16, 2022

Meeting held in-person and on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis (in-person), Gaylene Wier (in-person), Lea Booker (online), Randy Stuart (in-person), Debbie Drifka (in-person)

Special Guest: Brandon Saunders – Moderating Zoom and Teresa Sturm – Mud 12 Board Liaison

Guest in attendance: Mary Bailey (Online), Glen and Rhonda Tackitt (Online), Rhonda Tiedt (Online), Erik Troyer (Online), Wes Chain (online)

Call to Order at 7:06 PM

Gaylene Wier stated that the appeal for 5206 Bay Pines needed to be rescheduled.

2022 Annual Meeting minutes were read. The January and February minutes were tabled until the next regular meeting.

Financial report:

As of February 28, 2022, comparing to budget and month of February 2021, some of the observations noted are as follows:

- Since November 2021, 67.8% of memberships dues for 2022 have been collected.
- Overall higher liquidity than last year – 4% or \$11M.
- No large irregular expenses for the month of February.
- 16 addresses, which are over 90 days and over \$1M.

Gaylene Wier discussed the Philadelphia Insurance credit for \$925.00 and postal issues noted with residence dues not being received and lawyer fee.

Financials approved.

Operations report:

Discussed leaves in pool pumping system.

Start getting pool ready for May operations.

Discussed Flock Safety for cameras, which would be 8 cameras along Keith Harrow, Mountain Forest, Westfield Village, and Westfield Pines, Bay Pines, and Wildcroft for a total of \$22,200 (1<sup>st</sup> year), \$19,200 (2<sup>nd</sup> year), keeps activity (i.e., vehicles coming into neighborhood) within 30 days in the Cloud, the company manages the cameras. They are a credible entity that service surrounding neighborhoods, and all Board members will have access. Patrol officers will have access as well. Lea Booker suggested to obtaining additional comparable for the Flock Safety Cameras, the Board agreed.



Events:

April 9<sup>th</sup> will be scheduled for Spring Festivals/Easter Egg Hunt from 10-12 am.

ACC Approvals:

- 5335 Mountain Forest – Replace roof
- 5102 Manorfield Drive – Backyard Pergola
- 5214 Smokey River Dr. – Replace Roof
- 5003 Summit Lodge Dr – Replace Fence
- 21114 Ashfork Drive – Fence Repair
- 5343 Mountain Forest Dr – Pain Home and repair columns
- 5343 Mountain Forest Dr. Replace Roof
- 21702 Maple Bluff Drive – Home Extension - Denied
- 5411 Mountain Forest Dr – Patio Add On - Denied

Deed Restrictions:

Tabled until next meeting.

Construction Update:

Discussed the improvements on the drainage in the community, behind Mountain Forest there will be a detention pond, once complete the MUD will take over maintenance like the one by the Park, also behind Blossombury there will be swale drainage, which will happen around September 2022. The request of a traffic light by Westfield Village and Keith Harrow has been reopened.

New Business:

None

Other Business:

Gaylene discussed Esperanza at Keith Harrow Apartments, which will be small footage spaces and low-  
rent, to be built. She also discussed the gunfire issue in the neighborhood.

Mary Bailey inquired about the minutes being on the website. Lea Booker stated this will be completed and Mary will be notified when complete.

Next Meeting: April 20, 2022 @ 7 PM

Adjourned: 7:59PM

Minutes Approved by:

Lea Booker - online  
Gaylene Loper - in Person

Date: 4/20/21  
Date: 4/20/21

Westfield Village

Minutes of Meeting April 20, 2022

Meeting held in-person and on Zoom due to Covid 19

Board Member Attendees: Shannon Lewis (absent), Gaylene Wier (in-person), Lea Booker (online), Randy Stuart (in-person), Debbie Drifka (in-person)

Special Guest: Brandon Saunders – Moderating Zoom and Teresa Sturm – Mud 12 Board Liaison

Guest in attendance: Mary Bailey, Erik Troyer, Wes Chain

Call to Order at 7:05 PM

Gaylene Wier stated that 5018 Diamond Cliff did not show up for fine appeal.

The January, February, March minutes were read and approved.

Financial report:

As of March 31, 2022, comparing to budget and month of March 2021, some of the observations noted are as follows:

- Since November 2021, 75% of memberships dues for 2022 have been collected.
- Overall higher liquidity than last year – 10% or \$20M.
- No large irregular expenses for the month of March, outside of insurance, landscaping, and pool expenses.
- 16 addresses, which are over 90 days and over \$1M.
- We have also received an external audit report by Nagesh & Carter, PLLC, in which an unmodified report was received which means the financial statements present fairly, in all material aspects, the financial position of the Association, as of December 31, 2021, and the results are in accordance with GAAP.

Financials and 2021 Audit was approved.

Operations report:

Discussed pool readiness for the summer. The BBQ pit will be removed, and not replaced. Additionally, the bushes will be cut and/or replaced.

ACC Approvals:

This report has been tabled until next meeting.

Deed Restrictions:

Debbie mentioned that 4/1/2022 was the most recent deed drive.  
290 violations total

57 observed, not mailed  
37 mailed, certified  
233 mailed first class, USPS

The biggest issue is the trash cans out.

Events:

Spring Festivals/Easter Egg Hunt was a success. The next event is the pool opening at the end of May.

Construction Update:

Teresa MUD approved the camera location. The fence on Wildcroft around water plant is being replaced.

New Business:

The covenant on commercial vehicles was unanimously approved by the Board. Gaylene mentioned that there was no comparison to the special services of Flock Safety, with supporting documentation to this fact. They are also directly connected to the local Police Department. After further discussion, the Board unanimously approved the contract with Flock Safety, Gaylene abstained given her involvement with the proposal.

Mapping has been done, scheduling is to be TBD.

Other Business:

Brandon asked about the Houston Chronicle and stopping the service, discussed a online petition setup.

Next Meeting: May 18, 2022 @ 7 PM

Adjourned: 7:52PM

Minutes Approved by:

Lea Booker - online  
Gaylene Wier in Person

Date: 5-18-22  
Date: 5-18-22